



Policy for First Aid

Reviewed by Full Governing Board; December 2023

Signed: Victoria Davis

Chair of FGB

Reviewed and updated: October 2019, October 2020 and February 2022, December 2023,
December 2024, December 2025

Next review date: December 2026

First Aid Policy

Introduction

Walmley Infant school is committed to providing first aid provision to deal with accidents, illness and incidents affecting children, employees, and visitors whilst on our premises or on an off-site activity. The requirement to provide adequate and appropriate equipment, facilities and personnel to ensure employees receive immediate attention if they are injured or taken ill at work is required under the health and safety (First Aid) Regulations, 1981. There will be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

The Governing Body and Head Teacher have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed both on-site and during any off-site activities, such as educational visits.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The minimum first aid provision for a school is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel

A First Aid Needs Assessment has been carried out to inform this policy. In the case that key staff change, a new Needs Assessment will be required.

Any member of school staff may be asked to undertake first aid tasks but cannot be required to do so.

Aims of this policy

Walmley Infant School will:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor

- Ensure full PPE Kit containing masks, gloves, goggles, visors, aprons are available, if required
- Ensure that there are adequate qualified first aid/paediatric trained staff
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- Ensure that prescribed medicines are only administered at school when parental permission has been granted for this
- Ensure that all medicines are appropriately stored
- Promote effective infection control
- Have several suitably stocked first-aid boxes

To achieve the Policy Aims Walmley Infant School will:

- Have an appointed person to take charge of first aid and medical arrangements
- Have suitably stocked first aid boxes and PPE Kits (responsibility will be given to a member of staff by the First Aid Appointed Person). Items that are out of date will be safely disposed of
- Carry out a suitable and sufficient assessment of the risks posed to persons if they suffer an accident, injury, or ill health (play equipment will be regularly monitored to minimise the likelihood of accident or injury)
- During any pandemic e.g. Covid 19, DFE guidelines for infection control in school must be closely followed
- Appoint sufficient First Aiders/Paediatric First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. During any pandemic it may be necessary to update first aid training via on-line (zoom) training
- Provide information to employees, pupils and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff, and parents
- Ensure that accident records are maintained on Medical Tracker file and every incident that requires first aid is recorded and filed including any treatment given. The Accident/Incident/ Bumped Head note is e-mailed to parent as soon as the incident is logged. school including any treatment given. In the event of a bumped head the class teacher will be notified, and a call home will be given if required.
- Ensure that any accident requiring a visit to hospital is recorded in the accident book and an Accident Report Form is completed on [School Incidents](#) Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips. All personal medication, a portable first aid kit, emergency inhaler, and an emergency EpiPen will be taken on all such trips
- Ensure notices are clearly visible throughout the school indicating the location of the first aid boxes and the names of the School's First Aiders
- Ensure that appropriate hygiene is always observed and a full PPE Kit is provided and used in any incident involving blood or body fluids.

- Review and monitor arrangements for first aid as appropriate and on a regular basis (at the very least on an annual basis)
- Have Emergency Salbutamol Inhalers to use in the event of asthma attacks (parental consent required, see separate asthma policy)
- Have Emergency Adrenaline Auto-Injectors to use in the event of an anaphylactic reaction **ONLY** by pupils who have prescribed Epipens (parental consent required, see separate Auto-Injector Policy)
- Provide a defibrillator device (AED) for the use of pupils, staff, visitors. and the community in the event of a cardiac arrest.

First Aid Boxes and First Aid Travel Kits

The minimum first aid provision for school is:

A suitable first aid container stocked in accordance with the findings of the First aid Needs Assessment and holding at least the minimum requirements <https://www.hse.gov.uk/firstaid/>

The first aid boxes are located in the following places:

Nursery/Early Birds Building: for use of nursery children and after school care

Nurses' Corner: a box is kept in this area to take outside so that first aid can be administered at playtime/lunchtime

Nurses' Corner Cupboard: Large portable first aid box for serious accidents where person should not be moved

Nurses' Corner Cupboard: 3 First Aid Travel Kits, for taking on out of school activities/visits

Each classroom also has a small portable First Aid kit containing first aid items for use in the classroom or by lunchtime supervisors.

After School Sports Clubs provide their own First Aid Kit.

AED Unit, Emergency Inhalers, Emergency Adrenaline Auto-Injectors

Nurses' Corner: Defibrillator AED Device (on wall)

Nurses' Corner: Emergency Inhaler Kits (for each year group) in cupboard top shelf

Nurses' Corner: Emergency AAI Kits (one on bracket on outside of cupboard, one on bracket inside of cupboard)

Nursery/Early Birds' Building: Emergency Inhaler Box, AAI Kit on bracket on wall

First Aiders

The main duty of First Aiders is to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called if/when necessary. First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Deputy Head.

Staff Trained to Administer First Aid Autumn 2025

Name	Role	Type of Qualification	Date awarded	Date for renewal	Days working in school
First Aid at Work and Paediatric First Aid					
Mrs S Butler	Office Manager	QA Level 3 First Aid at Work QA Level 3 Paediatric First Aid	March 2024	March 2027	M, T, W, Th, F
Miss J Steele	Teacher/ Early Years Lead	QA Level 3 First Aid at Work QA Level 3 Paediatric First Aid	November 2022	November 2025	M, T, W, Th, F
Mrs E Sanders	TA	QA Level 3 First Aid at Work QA Level 3 Paediatric First Aid	March 2024	March 2027	M, T, W, Th, F am
Mrs L Whittall	Assistant Headteacher	QA Level 3 First Aid at Work QA Level 3 Paediatric First Aid	March 2024	March 2027	M, T, W, Th, F
First Aid at Work					
Miss A Serman	Earlybirds' Manager	First Aid at Work	30/31 March 1 April 2022	April 2025	M-F Before and after school
Name	Role	Type of Qualification	Date awarded	Date for renewal	Days working in school
Mrs D Alexander	Lunchtime Supervisor	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Mrs K Bowden	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Mrs E Crane	Clerical Assistant	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Miss L Danaher	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Mrs S Graham	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Mrs V Higgins	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F (am)

Mrs S Miller	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Miss M Neath	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Miss A Serman	Earlybirds Manager	Level 3 Paediatric First Aid	14/15 th February 2022	February 2025	M-F Before and after school
Mrs D Summerfield	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Miss R Wilding	Apprentice	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F
Mrs S Wood	TA	Level 3 Paediatric First Aid	2nd May 2024	May 2027	M, T, W, Th, F

Basic Emergency Paediatric First Aid

Name	Role	Type of Qualification	Date awarded	Date for renewal	Days working in school
Mrs J Blackburn	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs D Brown	Lunchtime Supervisor/ Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunch, before and after school
Mrs M Das	Lunchtime Supervisor/ Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes and after school
Mrs L Davis	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Miss N Green	Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	Before and after school
Miss D Holmes	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs D Jelfs	Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	Before and after school
Mrs C Kenny	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs A Mansell	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs K Nightingale	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs J Salari	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs L Steel	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes

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Mrs D Brown	Lunchtime Supervisor/ Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunch, before and after school
Mrs M Das	Lunchtime Supervisor/ Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes and after school
Mrs L Davis	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Miss N Green	Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	Before and after school
Miss D Holmes	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs D Jelfs	Earlybirds' play worker	Basic Paediatric First Aid	4 th June 2024	June 2027	Before and after school
Mrs C Kenny	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs A Mansell	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs K Nightingale	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs J Salari	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes
Mrs L Steel	Lunchtime Supervisor	Basic Paediatric First Aid	4 th June 2024	June 2027	M, T, W, Th, F lunchtimes

The First Aid/Medical Needs Co-ordinator is Mrs Sarah Butler, assisted by Mrs S Wood who will ensure that all first aid boxes are stocked and is responsible for maintaining and ordering supplies.

Emergency Procedure in the event of an accident, illness, or injury

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person/child, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

Where a moderate/serious injury occurs

- Make sure no further injury can result at the scene, make area safe, remove people who do not need to be present
- Administer emergency first aid to all injured persons. The purpose of this is to keep the accident patient alive, prevent injury from becoming worse, and (if possible) make them more comfortable
- Call for an ambulance (if required), notify parents
- Only move the patient if they are in immediate danger

- Staff to see/speak to any children that may have witnessed the accident and may be worried. They may need comforting. Always take into consideration their mental health wellbeing.

The incident must be reported to the Headteacher and parents/carers.

- Very serious incidents need reporting to governors and police, if a criminal offence may have occurred
- Allocate staff between administering emergency first aid, accompanying patient to hospital (if required), and dealing with direct aftermath of accident
- All adult witnesses to accident (including those arriving on the scene after accident), are required to write down in their own words what they saw and heard. First hand evidence is invaluable, if litigation follows the accident
- Complete an Accident/Incident/Illness report form
- Some incidents may be quite distressing. It is always important to look after the mental wellbeing of not only the injured person but those dealing with the incident or anyone who may have been a witness.
- If the accident is serious, the Headteacher will report the matter to the governors and school insurers. It should also be reported to Birmingham Local Authority (Schools Safety) on an accident report form on their website <https://www.birminghameducationsupportservices.co.uk/Article/23457>

They will make the necessary decisions regarding reporting to the HSE who will be able to give advice and assistance, especially if media interest is shown.

- Decide whether the whole school needs to be informed and, if so, what to say in class/assembly and when to say it
- Make sure the mental wellbeing of both staff/pupils are considered. Opportunities to talk to someone should be offered, with referral to outside agencies if appropriate.
- Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures

Make arrangements for the return to school of the child/adult, ensuring a personal risk assessment is in place. These are updated frequently until the person has fully recovered.

The first aider/appointed person is always to call an ambulance/seek medical advice on the following occasions:

- In the event of a serious injury
- In the event of any significant **head** injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- An asthma attack that has **not** been controlled by use of an inhaler

- Following a **first** seizure, or a seizure that is going on for longer than usual
- Whenever an epi-pen has been administered to a child requiring such treatment.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment (other than a simple graze, or minor injury)
- any bump to the head (considered more than minor)
- requires attendance at hospital. Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents. In the interim, we will ensure that a qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive. If the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Other minor instances

In instances where a child has received first aid other than for a simple graze, we will inform parents in the following ways:

- A message via Medical Tracker will be sent home detailing medical treatment given
- For any head injuries - a head injury message will be sent home via Medical Tracker.
- Teacher will speak to parents when the child is collected at the end of the day, where necessary.

Records

Records will be kept on the medical tracker system.

Reporting to parents

In the event of a serious accident or injury, at least one of the pupil's parents must be informed as soon as possible. Parents must be phoned when any significant bump to the head occurs and will be given a "bumped head" letter which gives guidance on action to take if symptoms develop later at home. In the event of a serious injury, accident, or illness that requires emergency

medical treatment parents will be telephoned immediately by a member of staff. A list of emergency contact numbers for every child in the school is kept in the school office and available on the school's management information system. See above for reporting to School Safety in the case of a serious accident.

Visits and School Trips

Before undertaking any off-site visits, the organising teacher will do a risk assessment to assess the level of first aid provision required. Any children with specific medical needs will be put together in a group led by a first aider. Some children will have their own LSA. All inhalers/Epipens/medication will be taken on the trip with the children. These must be carried by the first aider/class teacher/TA.

There are 3 First Aid bags that are worn around the waist and are taken on trips (one bag per class). These are kept in nurses' corner cupboard and are regularly checked and restocked as needed.

Storage of medication

Medications are always stored in accordance with individual product instructions. They are kept in their original container, together with the prescriber's instructions for administration and properly labelled, showing the name of the child, date of prescription and date of expiry of the medicine. All medications will be returned to the parent when no longer required to arrange for safe disposal.

Emergency Inhalers

Emergency Salbutamol Inhalers are available for children that have a diagnosis of asthma and have written consent for their use by parents. An emergency inhaler will be used if a child diagnosed with asthma has an asthma attack and either their inhaler is not in school, or it is out of date. Year Group Emergency Inhaler kits are always taken on school trips/visits.

Due to Coronavirus the use of the Emergency Inhaler has changed slightly. If the Emergency inhaler is used for a child in school, then the spacer should be sent home with the child who used it. The Ventolin inhaler itself must be cleaned thoroughly with an antibacterial wipe. A new spacer should be purchased as soon as possible to replace the one that has been used.

Emergency Adrenaline Auto-Injectors

Emergency Adrenalin Auto-Injectors are available for children that have a **diagnosis** of anaphylaxis reactions and have been **prescribed** an Epipen. Written consent for its use is obtained from parents. An emergency Auto-Injector will **only** be administered to a child **diagnosed** with anaphylaxis that has an allergic reaction, and either their Epipen is not in

school, out of date, or if they require a second injection after their own EpiPen has been administered. Emergency Auto-Injector kits are always taken on school trips/visits.

If it is thought that a child NOT diagnosed with anaphylaxis may be having an anaphylactic reaction phone 999 immediately. The medical services/paramedics are the ONLY people that can give permission for a School Emergency EpiPen to be administered in this situation.

Illness

If a child becomes ill during the school day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible. All children with a high temperature are to be sent home. If the child has vomited or has gastroenteritis, then they are required to stay away from school for at least **48 hours** to prevent spread of the virus/illness within school. Children with a rash should be checked by a GP to ensure their rash isn't contagious.

Antibiotics

Parents/carers are encouraged to ask their GP to prescribe an antibiotic which can be given outside of school hours whenever possible. Most antibiotic medication will not need to be administered during school hours. Three times a day doses can normally be given in the morning before school, immediately after, and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given **four** times a day, in which case a dose is needed at lunchtime.

Whenever possible the first dose of the antibiotic course and ideally the second dose, should be administered by the parent in case the child is allergic to their antibiotic.

Parents/carers must complete a consent form and confirm that the child is not known to be allergic to their antibiotic. The antibiotic should be brought into school in the morning and taken home again at the end of each day by the parent/carer.

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing and be in their original container.

Procedure in the event of contact with blood or other bodily fluids

First aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof plaster/dressing
- Wear the medical gloves provided when dealing with blood or other bodily fluids
- Use a disposable apron where splashing may occur
- Children, young people or learners who require first aid should continue to receive care in the same way. <https://www.gov.uk/government/publications/safe-working-in-education->

childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

- Use provided devices such as face shields, where appropriate, when giving mouth to mouth resuscitation on children. Due to Coronavirus, CPR guidelines on adults have changed, you now only do 30 chest compressions and use an AED. Mouth to Mouth rescue breaths are given at the discretion of the first aider.
- In children, cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.
- Wash hands thoroughly after every procedure/use antibacterial hand gel provided.

If a first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken:

- Wash splashes off skin with hot water and soap
- Wash splashes out of eyes with tap water and/or eye wash
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Take medical advice, especially if it is thought that the patient may be infected
- Use PPE

We have asked staff when administering First Aid, to follow these guidelines:

- Always wear gloves (clean pair for each child's injury) and a plastic apron.
- Consider whether you need to wear a mask and/or visor if you anticipate there is a risk of you becoming contaminated by splashes or droplets of blood or bodily fluids. Each person providing First Aid will be given a visor, which has been provided by the Government for use in school. Please keep this in your own area/locker, take it outside with you when you are on First Aid duty and ensure you clean it after each period of use.

Conclusion

Parents of children who have medical needs are asked to complete questionnaires and sign medical consent forms when their child begins to attend Walmley Infant School. These include emergency contact numbers and consent for the administration of medications, emergency medications (EpiPens, Piriton, and Salbutamol). All consent forms for inhalers, antihistamine and EpiPens are updated annually.

Appendix 1

Risk Assessment

Walmley Infant School employs 50 staff and has 270 pupils on role in Reception and Key Stage 1 with a 52 place Nursery. There are several children who need to use Salbutamol inhalers and others who have prescribed anti-allergy medication which requires to be administered orally or through using an EpiPen.

Under the Health and Safety (First Aid) Regulations 1981, the workplace is considered a low-hazard environment.

Department for Education guidance, the Statutory Framework for the Early Years Foundation Stage (EYFS) requires a nursery to have a person holding a current paediatric first-aid certificate to always be on the premises children are present and when accompanying children on outings.

First-aid personnel	Required Yes/No	Number needed/other considerations
Appointed Person	Yes	Mrs S Butler (Office Manager) currently. Mrs E Crane is responsible for managing first aid kits and checking their contents.
At least 1 First Aid at Work trained first-aider for every 100 employed or part of	Yes	We currently have 5 people trained with a First Aid at Work qualification. We have considered numbers employed and visitors to school.
First Aiders with additional training	Yes	Anaphylaxis training annually refreshed. Staff trained to administer EpiPens. Asthma training refreshed annually. Staff trained to administer reliever inhalers. Diabetes training annually refreshed, and staff specifically trained to assist pupil with Diabetes.
First Aid equipment and facilities		Number in school
Dust and damp-proof first-aid container	All kits are in either a box or suitable closed bag.	3 in separate areas 1 in each classroom for minor injuries.

Kit contents	Complies with HSE requirements.	N/A
Defibrillator		1 kept in Nurses' Corner. 1 kept in Nursery Office
Travelling First Aid kit		3 for taking out of school.
First Aid Room	Nurses' Corner is a designated area for treating any injuries. Minor injuries are dealt with in the playground/classroom	